

26 May 1953

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Current Review of the Functional Relationship
Between the Central Processing Branch vs. the
Passenger Movement Branch

1. This office has been directed to coordinate elementary changes in the functions and responsibilities of the Central Processing Branch, Personnel Office and the Passenger Movement Branch, Transportation Division, Logistics Office, as indicated in enclosure #1. It is the desire of this office to comply with this directive and cooperate to the fullest extent in its implementation.

2. To insure that the DD/A and other organizational elements concerned are thoroughly familiar with all areas of difficulty and the impact of this directive, it is believed advisable, in the best interest of all concerned, that a current review of these elementary changes be presented at this time.

3. In compliance with this directive (enclosure #1), the Assistant Director (Personnel) has prepared an interpretation of the assignment of transportation functions to Central Processing Branch (enclosure #2). This list of functional responsibilities, derived to delineate functions and operational arrangements between the Central Processing Branch and the Passenger Movement Branch, if applied, would create conditions which are not in accordance with sound managerial concepts. When implemented there would exist improper delegation of authority, inadequate allocation of specific areas of responsibilities, poor utilization of man-power and duplication of effort. A detailed summary of the responsibilities as indicated by enclosure #2 has been prepared for your information (enclosure #3). This summary indicates:

a. Separation between operational performance and fiscal accountability.

b. Creation of additional man hours of work through the flow of authenticated forms between the Central Processing Branch and the Passenger Movement Branch.

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c. The expenditure of additional funds as a result of having adult dependents travel to the Washington area for briefing.

d. The separation of homogeneous transportation functions.

e. Additional personnel will be required if the provisions of enclosure #2 are implemented. (enclosure #4)

4. The Logistics Office with the assistance of Organization and Management Services has during the past ten (10) months made every effort to establish a Transportation Division capable of meeting Agency transportation requirements in an efficient and economical manner. Current operations indicate that much progress has been made and that the Transportation Division is reaching its objectives.

5. In summary, it appears that one of three courses of action could be followed:

a. That the delineation of responsibility recommended by the Assistant Director (Personnel) be adopted. (Enclosure #2)

b. That the Passenger Movement Branch, [redacted] personnel and functional responsibilities, be transferred in its entirety to the Central Processing Branch.

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c. That the [redacted] engaged in transportation functions in the Central Processing Branch be transferred with functional responsibilities to the Passenger Movement Branch. These personnel and such additional present Passenger Movement Branch personnel as required would be detached to Central Processing Branch for correspondence, customer scheduling and complaints. The command and assignment would be to Passenger Movement Branch. Processing procedure for travel would be performed as indicated in enclosure #3. Total personnel under this plan would be [redacted]

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6. It is sincerely believed that adoption of either 'a' or 'b' above would seriously weaken the operation, mission and objectives of the transportation function within CIA. Therefore the Logistics Office recommends the adoption of plan 'c' above in the resolution of this problem.

SIGNED

[redacted]
Acting Chief of Logistics

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5 Enclosures
(see page 3 for list)

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5 Enclosures:

- #1 - Memo dated 8 May 1953 to Comptroller, et al.
from ADD/A, Subj: Functions of CPB, Per-
sonnel Office and PMS, Logistics Office
- #2 - Memo dated 18 May 1953 to Mr. W. L. Peel
from AD/Personnel, Subj: Central Processing
- #3 - Functions Proposed to be Performed by CPBA
Functions Remaining to be Performed by PMS
- #4 - Comparative Statement of T/O Requirements
- #5 - Outline of Processing Procedure for Travel
As proposed by C&M Survey of 21 April 1953

LO 'SS 'ARL:mk (26 May 1953)

Distribution

Orig. & 1 - Addressee

- 1 - Comptroller picked up Comptroller's copy (June 1953)
- 1 - ~~Transportation Div.~~ PERSONNEL OFFICE
- 1 - LO Official File

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